

Frequently Asked Questions (FAQs)

Q- If I have questions, who can I contact about submitting a FOIA Request?

A- Requesters can contact the FOIA Manager at the e-mail and phone numbers listed below. The FOIA Manager can assist requestors to determine what information can be requested. Contacting the FOIA manager should help to decrease the request processing time.

Hill Air Force Base FOIA Manager

75CS.SCSRF@hill.af.mil

or call

75CS/SCSRF

FOIA Manager

6035 Dogwood Ave.

Hill AFB, UT 84056-5817

DSN VOICE 777-3296

COMMERCIAL VOICE (801) 777-3296

DSN FAX 775-2318

COMMERCIAL FAX (801) 775-2318

Q- In a FOIA request, which party is the “requester” and which party is considered the “submitter”?

A- The requester is the party who requests information from a federal agency under the Freedom of Information Act. The submitter is the party who owns the information being requested.

Q- How do I submit a FOIA Request?

A- Hill AFB FOIA requests must be submitted to the Hill AFB FOIA office via e-mail, or written request at the contact point given in the information above. Requests must be written, but there is no official Air Force form that must be submitted. Government equipment, including e-mail, cannot be used to request information under the FOIA.

To expedite the search for FOIA results, requested records should be described in as much detail as possible. This will help the government agency to determine what specific records pertain to the request. It may expedite processing which should allow the requester to get the desired information faster. Requests must indicate how much the requestor is willing to pay to cover expenses incurred by the government to research and copy the requested FOIA information. All requests and envelopes should be marked "FOIA." If you are unsure of what information you would like to request, contact the FOIA Manager for guidance or refer to the Air Force FOIA Guide. The Air Force FOIA Guide is located at www.foia.af.mil/.

It is very important to furnish any facts or information about the time, place, persons, events, subjects, or other details of the information for records being requested. For example, it is very

difficult to respond to a FOIA for a contract document if the requestor does not provide the contract number. Also remember there are a lot of contracts with delivery order numbers in addition to a contract number, so it is important to be specific as to which particular order number(s) the requestor is requesting. Asking for all delivery orders could mean hundreds of orders. In many instances modifications create the same problem, so it is important to know particular modification numbers when seeking information on modifications. Once again when questions arise please contact the base FOIA manager.

Q- Can I submit a FOIA request by e-mail?

A- An electronic request template is available at <http://www.hill.af.mil/scsweb/scsrf/scsrf1-d.htm>. Written requests may be submitted by e-mail to the base FOIA Manager at 75CS.SCSRF@hill.af.mil. There is no official Air Force form that must be submitted with a request. Requests may be mailed, hand carried, faxed, or sent electronically. All requests and envelopes should be marked "FOIA". Government e-mail cannot be used to submit a FOIA request.

Q- Is contract post award information available on the internet?

A- If a requestor is making a FOIA request to find information on total award amount; this information may be available on the FedBizOpps website at www.fbo.gov. Awards that are made for over \$25,000 generally all have a "Post Award Synopsis" posted on the FBO website. The "Post Award Synopsis" details the contractor that the effort was awarded too, and the total dollar amount of the contract award. The "Post Award Synopsis" is public information and can be found by searching by solicitation number under the Business Opportunities link on www.fbo.gov. If a potential requestor cannot find this information on the FBO website, they may contact Theresa Raymond for assistance at (801) 777-6002 or at theresa.raymond@hill.af.mil.

Q – Once I submit a FOIA request, how long will it take for a response?

A- Once an agency receives a perfected FOIA request, it has 20 working days to make a determination on the request. In unusual circumstances, an agency will request an extension from the requester in writing why it needs the extension and when it will make a determination on the request.

When a component has significant number of pending requests that prevents a response determination from being made within 20 working days, the requests shall be processed in a multitrack processing system, based on the date of receipt, the amount of work and time involved in processing the requests.

Q- Can the requester ask questions under the FOIA?

A- Federal Agencies are not required to answer questions, render opinions, or provide subjective evaluations in response to a FOIA request. Requesters must ask for existing records.

Q- Can federal agencies release unit prices or line item pricing?

A- Each FOIA request is looked at on a case by case basis. In many instances the government cannot release unit prices to avoid causing competitive harm to a submitter's position. More information can be obtained as to why it is not common practice for the government to release

unit prices at <http://www.usdoj.gov/oip/foiapost/2002foiapost13.htm> or <http://www.usdoj.gov/oip/foiapost/2002foiapost17.htm>.

Q- How do we ask for the Purchase History of an item? What information can you provide?

A- The government may provide the names of contractors that have received past contracts, dates of award, line item quantities, delivery information, and in some cases total contract award amount.

Q- Do you have a sample FOIA Request?

A- There is no standard form to submit when requesting a FOIA. The only requirement is that they be submitted in writing and accurately described the record(s) being requested.

Other Air Force related FOIA questions can be found at <http://www.foia.af.mil/faq1.shtml>.